

APPLICATION FORM

Thank you for your interest in a job at British School Muscat.

Oman has strict Visa requirements, which is why we ask for such detailed information at this point of the application process. All parts of this form must be completed fully and in English.

Please email this completed form, with your CV, a recent passport style photograph of yourself and a covering letter to recruitment@britishschoolmuscat.com.

PERSONAL DETAILS

1. Position applying for:		
2. Title (Mr/Mrs etc.):	3. First Name:	4. Surname:
5. Maiden Name (if applicable):		6. Gender:

7. Current Address:			
8. Telephone No:	Mobile:	Home:	Work:
9. Email address:			
10. Other contact number in case of difficulty in contacting you:			

11. Date of birth: (dd, mm, yyyy):		12. Age:	
13. Nationality:		14. Place of birth:	
15. Passport Number:	16. Date and Place of Issue:		17. Expiry Date:

18. Marital Status: Married / single / divorced / separated / engaged
19. Is your spouse applying for a position at BSM? (if so, please provide details)

QUALIFICATIONS

20. Details of Teaching Qualifications (if applicable)

Institution	Date from	Date to	Subjects	Qualification

(Please add more rows to the table above as required)

21. Main Subject and Levels taught (*Senior School*)

Additional Subjects taught (*Senior School*)

Years taught and subject speciality (*Primary School*)

22. Date qualified as teacher:	23. Qualified teacher reference number:
24. Passed Threshold Assessment date:	25. Threshold Assessment level: UPS1 / UPS2 / UPS3

26. Details of Higher Education

Institution (State full or part-time)	Date from	Date to	Subjects studied	Qualifications obtained	Class of Degree

(Please add more rows to the table above as required)

27. Details of A Levels / equivalent qualifications obtained:

School	Location	Date from	Date to	Subject and Grades attained

(Please add more rows to the table above as required)

EMPLOYMENT HISTORY

28. Please list your employment history since first graduation and prior to that if you consider it relevant. State 'n/a' where columns do not apply. Chronological order starting with current employment. Please include currency for pay.

Employer / name of school or company	Country	Position held and/or duties	FT / PT	Date from	Date to	No. on roll	Ages taught	Total Annual Pay

29. Please explain any gaps in your employment history:	
30. Training courses attended in the last three years with dates:	
31. Please list any other skills or qualifications that may be relevant for the position you are applying for: (eg: IELTS, CELTA, First Aid Training etc.)	
32. Please describe your hobbies and interests. If applying for a teaching position, what extra-curricular activities you could offer:	
33. Do you hold a current driving licence? yes / no	34. Driving licence issued by which country?

HEALTH

35. How many days have you taken off work through illness in the last 2 years?
36. Are you a smoker / non-smoker
37. Please state the name(s) of the vaccines you have received and dates of vaccinations:
38. Please give details of any serious illnesses, operations and medical conditions. <i>(NB pre-existing conditions may be excluded from our private health care insurance.)</i>

VISAS

Please complete in full and ensure that you have reviewed the guidelines on our website regarding employment and residence legislation. Oman has strict visa regulations for local and international hire positions.

39. If you are appointed, will you be accompanied and if so, by whom? Please include dependent children and their DOBs. <i>If accompanied by your spouse / children, please give full details on a separate sheet – you may include a CV for your spouse if you wish. If your spouse is also applying for a post with us, a separate copy of this form must be completed.</i>
40. If you are applying for a local position, please state which visa type you currently have.

41. Appointments to British School Muscat are subject to medical and police/ISA checks. The Immigration authorities in Oman conduct their own examinations including blood tests and other checks. Persons who are HIV Positive or who have hepatitis will not be granted residency and therefore will be unable to work.

Date of Last DBS check or equivalent:
Do you have any criminal convictions? yes / no
Do you have any criminal case against you pending? yes / no
If you answered YES to either of the above, please give details:

42. Please indicate any dates when you will not be available for interview:
43. Please indicate if you are related to or know (socially/professionally) any members of staff currently working at BSM: If yes, please name and state your relationship to the person.
44. Where did you hear about this job? Please select from the following: <ul style="list-style-type: none"> <input type="checkbox"/> BSM Website <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> LinkedIn <input type="checkbox"/> TES Online <input type="checkbox"/> COBIS Website <input type="checkbox"/> Recruitment Agent Other – Please specify

REFERENCES

45. Please give the names of **two** professional referees (preferably not from the same school/organisation unless unavoidable).

Please note that all offers of employment by British School Muscat are subject to receiving a minimum of two satisfactory references from your previous employers, one of which should be from your current Head Teacher / Principal.

Name	Position / Standing	Address	Contact Details	May we contact prior to interview?
			Tel: Email:	Yes / No
			Tel: Email	Yes / No

DECLARATION

Please read your application form through carefully before signing

46. I declare that the information given in this form is true and accurate and I understand that any offer of employment which may be made to me by British School Muscat is subject to this declaration.

Name / signature	Date
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Please be aware that should you be shortlisted for an interview, we will conduct online checks in accordance with our safeguarding policy.

Please share any information that would make you unsuitable to work with children.

British School Muscat is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

Please email recruitment@britishschoolmuscat.com with the following documents to complete your application:

- This completed application form
- A covering letter
- Your CV
- A recent passport style photograph of yourself